

**Request for
Temporary Grant or Time-Limited Position Action
Instructions**

This form is to provide the Executive Budget Office (EBO) more detailed information for Temporary Grant or Time-Limited Positions. **The grant/project should be set up prior to requesting positions. Positions should not be set up until approval is received from the Executive Budget Office.**

You may find the form on EBO's website at <http://www.budget.sc.gov/EBO-grant-services.phtm>. Additional information is at <http://www.ohr.sc.gov/OHR/employer/OHR-tempgrant.phtm>.

1. Agency Information Agency budget code number and name.
2. Type of Position Check appropriate box.

Temporary Grant Non-FTE position(s) that performs work only for the period of a grant/project. Once grant/project funding period ends, position(s) no longer exists.

Time-Limited Non-FTE position(s) that performs work directly associated with a time-limited project. Projects are specific work products or services provided by a State agency or by one State agency to another State agency, local government, or other public or private entity over a specified time period as a contractual arrangement.
3. Grant Name Brief title and/or appropriate description of grant or contract.
4. Funding Period Beginning and ending dates of funding cycle for grant or project.
5. Type of Action Temporary Grant/Time-limited positions are not to exceed duration of grant or contract. Attach copy of approved GS-5, GCR-6, FPR, grant award, contract or copy of revenue statement. Check appropriate box.

New New grant/contract awarded.
Deletion Deletion of position(s) to established grant or contract.
Addition Adding another position to established grant or contract.
Extension Continuation of position for additional funding or budget period. Attach copy of FPR form, grant extension award or contract extension.

Moving from Grant No. _____ to Grant No. _____ Moving Temporary Grant/Time-Limited position to a different grant or contract.

6. <u>Funding Source</u>	Percentage of funding from each funding source. State funds can only be used as a match to a Federal grant. Use of any State matching funds should be reflected on request form under other.
<u>Federal</u>	Percentage of funding from Federal sources.
<u>Other</u>	Percentage of funding from any other source. Identify source.
7. <u>Identification Number</u>	FPR number is for Federal projects; GCR-6 indicates control number for research and student aid grants; GS-5 letter indicates receipt of grant by EBO.
<u>Internal Reference Number</u>	A four (4) digit (STARS) project number assigned by EBO for federal grants from the grants module. If no number has been assigned, Federal Grant Maintenance (D38) form must be submitted to EBO.
<u>Previous Number</u>	GCR control number from GS-5 letter for other funded projects.
<u>SCEIS Grant Number</u>	Number created by agency for grant/project set up in SCEIS grants module.
<u>Other</u>	Use if none of above is applicable and identify
8. <u>Position Descriptions</u>	Use separate line for each position. Attach additional sheets, if necessary.
<u>SCEIS Position Number</u>	Number assigned by SCEIS, eight (8) digits for existing positions being extended, deleted or moved.
<u>Number of Position</u>	Enter number of position(s) if new grant or addition to existing grant.
<u>Organizational Unit Number</u>	Entity within an agency's organizational structure such as Division, Department, Region, etc.
<u>Cost Center</u>	Ten (10) digit number linking the SCEIS Financial data to the Human Resource data. Example R200A00010.
<u>Percent</u>	Percentage of federal or other funds used.
<u>Fund</u>	Eight (8) digit number representing source of monies used to fund position.
<u>Functional Area</u>	Eight (8) digit Functional Area representing the state level of appropriation.

Grant

Enter the twelve digit (12) Agency specific number.
Example: H71012123210.

9. Signature

Authorized representative sign and date.

Contact Person

Provide name and email address of person who can
provide further information if needed.

This form will be signed and approved by EBO and returned to agency to set up Temporary Grant/Time Limited positions. Positions shall not be set up until approved by the Executive Budget Office.